

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WB01-6

Date: April 16, 2001

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TO: WELFARE-TO-WORK COMMUNITY

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR THE PERIOD
ENDING MARCH 31, 2001

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) reporting deadline for the quarterly Summary of Expenditures Reports, State Approved Local Training (SALT) Final expenditure reports and SALT Year-End Reports (special SALT reporting instructions are included), and the monthly Interim Participant Reports for all allocated WtW funds.

All WtW reports for the period ending March 31, 2001, are due to the Workforce Investment Division (WID) no later than April 20, 2001, and must be submitted in accordance with Department of Labor (DOL) *Training and Employment Guidance Letter (TEGL) 11-97, Change 1*. The Summary of Expenditures Reports must be submitted for all program years. Please refer to WtW Directive WD99-10, *Quarterly Expenditure Reporting Requirements*, dated October 21, 1999, prior to completing the Summary of Expenditures Report.

As previously stated in WtW Information Bulletin WB00-48, *Quarterly Reporting Requirements for the Period Ending December 31, 2000*, the WtW amendments have been implemented; however, DOL has not formally approved the new expenditure reporting form. Until the new form is released, WtW subgrantees need to use the current form. The DOL has now advised the WID they anticipate the new forms to be approved for the quarter ending June 30, 2001. For those subgrantees that report on-line, the JTA system will offer the current expenditure report form. For subgrantees that report via hard copy, the Summary of Expenditures outlined in WD99-10 contains the version to be submitted to WID.

Please report expenditures by year of allocation (YOA) and grant code (i.e., 800, 801, and 815) on separate Summary of Expenditure Reports. To better assist the quarterly expenditure reporting process, WID has provided a list, indicating YOA and grant code, for the federal fiscal year when funds were released by DOL.

Since the 1998/1999 federal fiscal year funds were released on July 16, 1999, and because July 16, 1999, was in the 1999/2000 State fiscal year, YOA 99 is to be used for local reporting purposes. The chart below identifies the information to be entered on the Enter Summary of Expenditures (ESER) screen of the Job Training Automation system.

YOA	Grant Code(s)
97	800, 805, 806
99	801, 807, 808
99	815 (SALT)

The following are the reporting instructions for SALT allocations that expired on June 30, 2000, or any time thereafter.

- Summary of Expenditures Report, Section I, Item 6, *Final Report* line: If you have not already done so, you must submit a final report (enter an "Y" in Section I, Item 6) for the period ending June 30, 2000, or the report period your SALT funds ended.
- **NOTE: All WtW SALT funds that were issued for YOA 97 and 99 have expired. A final report is required for all WtW SALT funds at this time.**
- Section III, Item 2, *Total Administration* line: Enter total SALT expenditures.
- **NOTE:** The SALT administration expenditures are not counted against the local-level administration limit of 13 percent.
- Section III, Item 4, *Total WtW Expenditures* line: Enter total SALT expenditures.
- Section III, Items 4a and 4b, *Total Required Beneficiaries* and *Total Other Eligibles* lines: Break out the amount in total WtW Expenditures between the two categories.
- **Prepare a WtW SALT year end report (form FWD99-6A) per WtW Directive WD99-6, *WtW Capacity Building SALT Funds*.**

NOTE: All cash for expenditures reported under grant code 815 should be drawn down 30 days after SALT funds have expired. Closeout of the SALT allocation is not necessary until all items funded in the master subgrant have terminated (i.e., grant code 800 or 805). If all items in the master subgrant have closed, then final closeout reports must be completed within 50 days for all items in the master subgrant (WtW Directive WD01-1, *WtW Grant Program Closeout Guide*).

If you have any questions about quarterly expenditure reporting, please contact Tristyn Schmidt, Financial Management Unit, at (916) 654-7617. For questions about monthly participant reporting, contact Marcia Painter, Data Analysis Unit, at (916) 654-7607.

/S/ BILL BURKE
Chief